

**Animal and Plant Health Inspection Service
Plan for Operations during a Funding Hiatus
September 20, 2013**

APHIS has identified those functions necessary to effect an orderly shutdown of normal activities or that are excepted in accordance with the guidance provided by the Office of Budget and Program Analysis.

All employees identified as excepted solely for shutting down the Agency's operation should a lapse of appropriations occur will be directed to engage in only those activities.

Section I. Orderly Closure and Communications

The following section addresses procedures for activities not excepted from shutdown procedures:

Prior to Day 1, the following actions will be completed:

The Administrator, Deputy Administrators, Associate Deputy Administrators, Regional Directors, Laboratory Directors, Area Veterinarians in Charge (AVIC), State Plant Health Directors (SPHD), Wildlife Services State Directors (WSSD), and other applicable Directors will identify those functions that need to be performed that are solely associated with an orderly shutdown of normal activities. Such functions may include but are not limited to:

- Identifying measures to secure records, personal property, real property, and facilities that will be maintained and protected until appropriate disposition is accomplished
- Drafting a strategy for communicating with Agency employees
- Drafting a strategy for communicating outside the Agency as necessary
- Identifying all potential meetings, hearings, and other previously arranged Agency business that may need to be cancelled
- Identifying all excepted employees and ensuring that employees have been identified consistently and fairly in compliance with applicable personnel regulations
- Identifying employees whose presence at work will be required to perform functions associated with the orderly shutdown of program activities. This includes employee name, title, and function the employee will perform
- Identifying what Chief Information Officer systems support is needed to maintain excepted services and information technology infrastructure
- Identifying all employees in international travel status
- Identifying all contractors and contracts that could be impacted by an impending shutdown

- Identifying what instructions and procedures Human Resources Management will provide to employees for the shutdown period
- Identifying appropriate Department contacts for communications purposes and orderly shutdown of the Agency
- Initiating bargaining over furlough related topics

Bargaining Unit Requirements

APHIS Labor Relations staff will provide pre-decisional draft notice of the APHIS Plan to the Unions. As part of this pre-decisional notice, APHIS will provide unions with specific program plan information. Union(s) may request additional information as part of the pre-decisional process. Opportunity to provide pre-decisional involvement between the parties will be offered within a reasonable time frame. Unions' feedback, suggestions, and concerns will be considered.

If the Union(s) are not satisfied with the outcome of pre-decisional involvement, legal notice of the plan and proposed implementation will be provided to the Union(s). Unions will be asked to trigger bargaining obligations within an expedited time frame. APHIS will make every reasonable effort to complete bargaining obligations prior to implementation of a shutdown.

First half of Day 1 (First Day funds are not available):

Unless instructed otherwise by their supervisor, all employees will report to work as usual on their first scheduled work day following the determination that an emergency furlough is necessary. Those employees teleworking may "report" by telephone. Supervisors will notify affected employees either verbally or in writing of the need to conduct an emergency furlough. Affected employees will be provided copies of the SF-8 form (Unemployment Compensation for Federal Employees) and "questions and answers for furloughed employees," which provides information on a variety of topics, including continuation of benefits coverage. Supervisors will document the employee's receipt of notification—even if notified verbally. Notification may or may not be provided in advance of the actual furlough date, but all affected employees will receive written notification at some point. The call down trees already in place in the APHIS Continuity of Operations Plan may be used in the interest of efficient notification if the Agency Head determines that it is impractical to provide advance written notice.

The names of employees who are needed to carry out excepted activity will be transmitted to Human Resources, immediately upon identification. Human Resources will ensure that no personnel action is taken to furlough excepted-activity employees. Personnel actions to furlough all other Agency employees will be processed by Human Resources. Employees who are to be furloughed will complete time sheet entry in webTA, as instructed by their supervisor, as part of the Agency shutdown procedures shown below.

Employees reporting to work will be instructed either to begin their excepted activity work, or to begin shutdown operations to include:

- Protect sensitive and personally identifiable information by securing it in locked files or offices

- Ensure that all property and records assigned to an employee are accounted for and are appropriately secured
- Cancel meetings and other previously arranged business; inform parties who are involved in Agency matters, such as State governments, other Federal agencies, contractors and private entities, of the shutdown of normal business
- Document the status of assignments and projects so they can be resumed, transferred, or otherwise handled when the furlough ends
- Activate 'out of office' message in email to indicate the employee is out of the office until further notice
- Update voicemail to indicate employee is out of the office until further notice
- Record all time worked during the pay period properly in webTA
- Ensure there is no open food in the work area; place trash outside of any locked space
- Cancel any travel in the GovTrip system that was scheduled after the start date of the shutdown

Supervisors will:

- Cancel annual and sick leave scheduled for furloughed employees during the shutdown, including leave already started
- Advise employees being furloughed that the agency may not accept their voluntary services during a shutdown
- Advise employees who are furloughed they are not authorized to use Government equipment, i.e., BlackBerries, laptops, cell phones, etc., to conduct official Agency business during the shutdown
- Ensure shutdown activity has been appropriately completed; secure the facility, as applicable
- Advise employees on travel who are not in an excepted position to return home
- Advise travelers that travel will need to be resubmitted in GovTrip for approval and ticketing upon return
- Certify all properly entered T&As in the system before departure

Notification to Contractors

The Head of the Contracting Activity Designee (HCAD) will ensure that all applicable Federal Acquisition Regulations (FAR) and Agriculture Acquisition Regulation Advisories (AGAR) are followed. In addition, the HCAD will direct that all existing contracts be reviewed to determine whether the contracts are funded with appropriated, multi-year or no-year funds. If any contract is funded in excess of available appropriations in error, e.g., a period of performance has been stated beyond the expiration of a Continuing Resolution, the error will be corrected so as to limit the Government's liability.

For contracts funded with annual appropriated funds, contracting officers will issue stop work orders or suspension of work orders, consistent with FAR Part 42, with the exception of contracts whose purpose is the protection of life or property or those services needed for the orderly shutdown of government operations.

Second half of Day 1:

Managers and supervisors will coordinate the following activities intended to shut down Agency's operations:

- Document the status of cases and projects so that they can be resumed, transferred, or otherwise appropriately handled when APHIS' ultimate funding situation is determined
- Prepare files for permanent storage, transfer to related agencies, or other disposition
- Complete identification of employees whose presence at work will be required to perform functions associated with the orderly shutdown of program activities. This includes:
 - Name of each employee required to continue shutdown operations
 - Title of each employee identified, and
 - The termination function that each identified employee is to perform.
- A finalized listing will be submitted through the AVICs, SPHDs, WSSDs, Regional Directors, Laboratory Directors, or other Directors, to their respective Deputy Administrator and then to the Associate Administrator no later than the end of Day 2.
- Contracting Officers and contracting officer technical representatives will continue to contact all contractors and vendors to let them know work is suspended.

Day 2:

Only employees who were previously identified as required to perform functions necessary for orderly shutdown of program activities will report for work.

Employees leading, directing, and performing work identified as "excepted" from shutdown procedures will continue to work.

Employees will be directed to perform only those activities as enumerated earlier. As each shutdown function is completed, the supervisor must notify the supervisor at the next highest level or, at headquarters, the respective Deputy Administrator, through channels, of completion and identify those employees who were responsible for the task.

Each employee whose shutdown function is completed will be furloughed immediately and formally notified by their supervisor or other appropriate manager if the supervisor is not available.

There will be daily communications by the Administrator's Office on the status of the shutdown procedures with the Department contacts previously identified.

Day 3 and until completion of close down procedures:

Only employees who were previously identified as required to perform functions necessary for orderly shutdown of program activities will report for work.

Employees leading, directing, and performing work identified as “excepted” from close down procedures (described in Sections II and III), will continue to work.

Employees will be directed to perform only those activities as enumerated earlier.

Employees completing shutdown functions will continue tasks as outlined under Day 2 for each succeeding day until the Administrator determines the shutdown is complete.

There will be daily communications by the Administrator’s Office on the status of the shutdown procedures with the Department contacts previously identified.

Resumption of Duties:

Non-excepted employees should monitor the news for information on an additional continuing resolution and, unless told otherwise, should report back to work on their next scheduled workday once another continuing resolution or an appropriation bill is enacted (passed by the House and the Senate and signed by the President).

Section II. OMB November 17, 1981, Memorandum, Category 2: Activities financed from available funds (not subject to annual appropriations). *Staffing details can be found in Appendix A.*

Trust Funds

APHIS receives revenue for activities requested by cooperators. These activities include preclearing and inspecting fruits, vegetables, and nursery products before they are shipped to the United States; inspecting commercial birds in an APHIS-approved commercial bird quarantine facility; and other technical assistance. All costs that APHIS incurs to provide these services are the responsibility of the cooperator and must be paid in advance.

User Fees

As provided in 21 U.S.C. 136(c)(2), APHIS may charge and collect fees for the costs incurred in inspecting and quarantining animals imported into and exported from the United States; performing certain laboratory veterinary diagnostics and select agents services; and issuing phytosanitary certificates for plant materials bound for export. All fees collected shall be credited to the accounts that incur the costs and shall remain available until expended without fiscal year limitations (21 U.S.C. 136(c)(3)). As provided in 21 U.S.C. 136(a)(1)(A), APHIS may charge and collect fees for the costs incurred in providing agricultural quarantine and inspection services in connection with the arrival at a port in the customs territory of the United States, or the preclearance or preinspection at a site outside the customs territory of the United States, of an international passenger, commercial vessel, commercial aircraft, commercial truck, or railroad car. APHIS transfers a portion of these fees to the Department of Homeland Security's Customs and Border Protection (CBP). All fees collected shall be credited to the accounts that incur the costs and shall remain available until expended without fiscal year limitations (21 U.S.C. 136(a)(6)).

Reimbursable Overtime

Under the same authorities cited above for user fees, APHIS charges for the additional overtime costs associated with providing inspection services normally performed during regular hours and covered by established user fees. These funds cover the costs of the services provided and are only received when the services are requested and provided. The amount of reimbursable overtime is subject to requests for services to occur outside of normal business hours and is scheduled as shipments arrive needing immediate clearance.

Building and Facilities

There are incomplete construction projects that are funded from money previously appropriated and available until expended. This work would continue because contracts have already been awarded and funding is already available. No employees would be involved.

No-year funding

APHIS is responding to several agricultural emergencies involving invasive pests and diseases. APHIS' responses are supported through emergency transfers of Commodity Credit Corporation (CCC) no-year, mandatory funding. APHIS will continue these operations to protect U.S. agriculture and forests.

APHIS carries out certain agricultural pest detection and control programs that are supported through CCC and appropriated no-year funding. APHIS will maintain program operations using carryover balances to mitigate the risks associated with emerging pests and diseases. The CCC and unobligated balances is sufficient to cover the salaries and benefits for employees working on these activities into FY 2014. As of September 24, 2013, APHIS has \$12 million in CCC carryover and \$45 million in appropriated no-year funds.

Reimbursable Agreements

APHIS is working in support of the Department of Defense to minimize the risk of transport and establishment of invasive brown tree snakes to Hawaii, other islands, and the U.S. mainland so that operations on Guam and the Pacific can continue to national security purposes. This activity will be funded through no-year funded cooperative agreements with the Department of Defense and the Department of Interior.

APHIS provides scientific expertise in reducing wildlife hazards at airports and military bases throughout the United States and the world. To minimize the likelihood of catastrophic or major-damage bird strikes, wildlife biologists provide direct services to airports including population management through harassment, habitat modification, or wildlife removal.

APHIS performs other wildlife damage management activities, including trapping and relocation of animals, that cause damage to agriculture, natural resources, or property. These services are performed through cooperative funding agreements.

Farm Bill Funding

As of October 1, 2013, APHIS will receive \$46.4 million (\$50 million less the 7.2% sequester) to carryout activities related to Section 10201 of the 2008 Farm Bill. APHIS employees who manage the 10201 program will continue to operate the program through a government shutdown.

Section III: OMB November 17, 1981, Memorandum, Category 3: Protection of Life and Property

Conduct essential activities to the extent that they protect life and property, including:

- a) Medical care of inpatients and emergency outpatient care;**
- b) Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials;**
- c) The continuance of air traffic control and other transportation safety functions and the protection of transport property;**
- d) Border and coastal protection and surveillance;**
- e) Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States;**
- f) Care of prisoners and other persons in the custody of the United States;**
- g) Law enforcement and criminal investigations;**
- h) Emergency and disaster assistance;**
- i) Activities essential to the preservation of the essential elements of the money and banking system of the United States, including borrowing and tax collection activities of the Treasury;**
- j) Activities that ensure production of power and maintenance of the power distribution system; and**
- k) Activities necessary to maintain protection of research property.**

Under this category, APHIS carries out functions b, d, e, h, and k. *Staffing details can be found in Appendix A.*

b. Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials

APHIS' Safety and Security Unit (SSU) is responsible for providing oversight and technical consultation on all environmental, health, safety, and security issues for employees of the National Centers for Animal Health (NCAH) in Ames, Iowa. This includes areas such as occupational health, biological safety, safety and industrial hygiene, physical security, environmental protection, and select agent programs. A core SSU staff will be maintained to address any safety and security issues that may arise for those excepted APHIS or ARS personnel carrying out user fee or other essential laboratory/support services at the NCAH.

d. Border and coastal protection and surveillance

Agricultural quarantine and inspection and cattle fever tick surveillance activities prevent the introduction of animal and plant pests into this country that would be potentially damaging to American horticulture and livestock. This work includes pre-departure inspections at ports in Hawaii and Puerto Rico (inspections of travelers before they depart for the continental United States), and livestock movement quarantines and tick treatments for cattle and deer along the U.S.-Mexico border. The services rendered by these employees protect the United States from devastating incursions of animal and plant pests and diseases that could cause substantial property losses to U.S. farmers and ranchers.

e. Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States

APHIS conducts its programs in a number of owned or leased facilities, including laboratories that hold select agents. If these properties are not maintained and secured, then the Government would lose a considerable financial interest and future replacement would be several times more costly than original costs. APHIS' facilities include the National Centers for Animal Health, the National Wildlife Research Center (NWRC) and NWRC field stations, and the Center for Plant Health Science and Technology, among others.

h. Emergency and disaster assistance

Minimal level of staff will be maintained to be aware of potential instances of foreign animal diseases (FAD). Laboratory personnel will be available to run tests on samples associated with FAD investigations, and, at the beginning of the period, to close out pending lab tests. These employees could activate in response to a FEMA request and deploy APHIS personnel as needed for response activities. These personnel are essential to the APHIS disaster response mission. Additionally, APHIS provides technical assistance and subject matter expertise to FEMA to ensure an integrated federal response to provide for the safety and wellbeing of household pets and service animals. APHIS provides these emergency response activities when mission assigned by FEMA. FAD diagnosticians and incident command system (ICS) teams will be made available on a case-by-case basis to respond to FAD emergencies—similar to their weekend responsibilities as emergency response officials—but with no requirement that they stay at their duty stations or stay within cell phone range. Similarly, one public affairs specialist and one Agency Web specialist will be available on an as-needed basis only to post information about a foreign animal disease outbreak or other emergency.

k. Activities necessary to maintain protection of research property

APHIS' National Wildlife Research Center (NWRC) research scientists develop wildlife damage management methods to reduce threats to human health and safety. APHIS will maintain staff at NWRC and its associated field stations to care for the animals being studied. APHIS also houses animals at its National Veterinary Services Laboratories (NVSL), including its Foreign Animal Disease Diagnostic Laboratory (FADDL), that are necessary for diagnostic and methods development work.

APHIS will maintain a staff of animal caretakers at NVSL and FADDL to care for animals at the labs. Also, personnel will be available to suitably store lab samples received daily, for testing at a later date.

In several APHIS programs, sterile or biological-control insects are continuously reared in order to retard the spread or eliminate harmful insect infestations in the United States or prevent them from reaching our borders. If operations were to cease at these facilities, these insects would no

longer be produced and starting these programs again would be costly and time consuming; failure to continuously release sterile insects in barrier zones would allow pests to spread and reverse years and billions of dollars in investments. These facilities are located at Tapachula, Mexico; Petapa and El Pino, Guatemala; Pacora, Panama; Brighton, Michigan; Sarasota, Florida; Phoenix, Arizona; Otis Air Force Base, Massachusetts; Mission and Harlingen, Texas; Los Alamitos, California; and Waimanalo, HI.

Biotechnology Regulatory Services (BRS) will monitor the BRS compliance line in case of any regulated material that resulted in an unauthorized release into the environment.

Minimum support staff from the Human Resources Division; Financial Management Division; Administrative Services Division; Information Technology Division; and Emergency Management, Safety, and Security Division will be maintained to support APHIS program delivery in categories 2 and 3, and also provide administrative services for excepted employees of the Agricultural Marketing Service (AMS) and the Grain Inspection, Packers, and Stockyards Administration (GIPSA). APHIS administrative staff will provide basic services in procurement, contracting, facility engineering, labor and employee relations, human resources, personnel actions including death benefits, furlough and staffing actions, payroll, accounting, mailroom support, and worker's compensation. Staff will provide baseline technical information technology assistance, ensure network security, and ensure network operations. Additional staff will provide coordination and guidance to APHIS employees during shutdown operations and to excepted employees during a shutdown. These administrative support employees will service both the Category II and Category III employees. The support is for regularly ongoing work funded other than by annual appropriations; emergency pest and disease program work funded with prior year funding and which cannot be stopped; and the excepted activities identified in Category III.

Special note about APHIS overseas staff:

APHIS has staff working in approximately 32 countries around the world. During a shutdown, a small number of APHIS IS headquarters employees will provide basic administrative support and coordination services for its employees based overseas, including the Foreign Service officers, civil service officers, and locally employed staff working at the sterile and biological control insect facilities in Guatemala, Mexico and Panama. (These insect facilities staff are already accounted for under Category IIIk, above.)

Beyond this excepted activity, any requests made by a Chief of Mission for an APHIS employee to continue providing service during a Government shutdown, will be submitted in writing to APHIS for review. As of September 2013, APHIS has 45 Foreign Service Officers and Civil Service Employees located around the world who have been requested by their respective embassies to be considered excepted based on the current situation in-country.

Furthermore, APHIS has 300 locally employed staff that may be excepted if the United States is obligated to pay their salaries due to host country law and APHIS determines that they can and should continue fulfilling their responsibilities. An additional 45 locally employed staff support APHIS preclearance programs overseas and are funded through trust fund agreements.

Appendix A

EXCEPTED EMPLOYEES, CATEGORY 2: COMPENSATION IS FINANCED BY A RESOURCE OTHER THAN ANNUAL APPROPRIATIONS

Category 2 employees conduct activities financed from available funds (not subject to annual appropriations). Fund types include the following:

- a) Trust Funds
- b) User Fees
- c) Reimbursable Overtime
- d) Building and Facilities
- e) No-year funding (e.g., CCC funding)

EXCEPTED EMPLOYEES AND ACTIVITIES: CATEGORY 2 (NOT SUBJECT TO ANNUAL APPROPRIATIONS)

FUND TYPE (select from list above, e.g., "Trust Funds," "User Fees," etc.)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
Trust Funds	PPQ, WS, VS	Preclearance and inspection of fruit, veg, and nursery products. Work is provided as needed and may be seasonal. Personnel carry out activities such as monitoring sensitive plant communities in wetland ecosystems, carrying out bird repellent testing, conducting vaccine testing, etc.; and inspecting commercial birds in an APHIS-approved commercial bird quarantine facility; and other technical assistance	150
TRUST FUND TOTAL			150
User Fees	PPQ, VS	Phytosanitary Export Certification; Agriculture Quarantine inspection Activities: plant inspection stations, Beltsville germplasm facility, smuggling interdiction and compliance, pest risk	1711

FUND TYPE (select from list above, e.g., "Trust Funds," "User Fees," etc.)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
		analysis and scientific support, regulatory import policies, detector dog training, et al.; vet diagnostics; animal import/export activities	
USER FEE TOTAL			1711
Reimbursable Overtime (ROT)	PPQ	Inspection services outside normal tours of duty. A portion of the user fee workforce performs this service.	
REIMBURSEABLE OVERTIME TOTAL			0
No-Year	PPQ	Emergency Response	3
No-Year	PPQ (CCC)	Carryover funding for GH (Fiscal Year = \$300K). Carryover funding includes staffing and agreements	0
No-Year	PPQ (CP)	Carryover funding for Cotton Pests Programs (Fiscal Year = \$1.3M). Carryover funding includes staffing and agreements	0
No-Year	PPQ (FCRP)	Carryover funding for Field Crop and Rangeland Ecosystem Pests (Fiscal Year = \$1.3M). Carryover funding includes staffing and agreements	5
No-Year	PPQ (NCPN)	Carryover funding for National Clean Plant Network (FB-10202) (Fiscal Year = \$400K). Carryover funding includes staffing and agreements	0
No-Year	PPQ (SCP)	Carryover funding for Specialty Crop Pests--CHRP and LBAM (Fiscal Year = \$8.1M). Carryover funding	60

FUND TYPE (select from list above, e.g., "Trust Funds," "User Fees," etc.)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
		includes staffing and agreements	
No-Year	PPQ (TWP)	Carryover funding for Tree and Wood Pests--EAB, ALB (Fiscal Year = \$13.3M). Carryover funding includes staffing and agreements	63
NO-YEAR TOTAL			131
Reimbursable Agreements	WS	Bird strike activities at airports and military bases. DOD/DOI no-year funding for Brown Tree Snake activities to (1) minimize the risk of transport and establishment of BTS in Hawaii and the U.S. mainland to allow for environmental compliance needs of DOD so that operations on Guam can continue to national security purposes, and (2) to minimize BTS-caused power outages on Guam and minimize the risk of BTS transport to HI and the U.S. mainland to avoid future serious power outages	343
Reimbursable Agreements	WS	Other Wildlife Management activities that are cooperatively funded, including trapping and relocation of animals that cause damage to agriculture, natural resources, or property	700
REIMBURSABLE AGREEMENTS TOTAL			1043

FUND TYPE (select from list above, e.g., "Trust Funds," "User Fees," etc.)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
Farm Bill 10201	PPQ	Farm Bill 2014 Section 10201 Funds	2
FARM BILL 10201 TOTAL			2
CATEGORY 2 GRAND TOTAL			3037

*APHIS units are expected to identify excepted employees in advance of any announced Government shutdown and ensure that these employees have been identified consistently and fairly in compliance with applicable personnel regulations. Excepted employee lists should include employee name, title, and excepted activity the employee will perform.

EXCEPTED EMPLOYEES, CATEGORY 3: NECESSARY TO PROTECT LIFE AND PROPERTY

These employees conduct essential activities to the extent that they protect life and property, including:

- l) Medical care of inpatients and emergency outpatient care;
- m) Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials;**
- n) The continuance of air traffic control and other transportation safety functions and the protection of transport property;
- o) Border and coastal protection and surveillance;**
- p) Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States;**
- q) Care of prisoners and other persons in the custody of the United States [includes animals];**
- r) Law enforcement and criminal investigations;
- s) Emergency and disaster assistance;**
- t) Activities essential to the preservation of the essential elements of the money and banking system of the United States, including borrowing and tax collection activities of the Treasury;
- u) Activities that ensure production of power and maintenance of the power distribution system; and
- v) Activities necessary to maintain protection of research property.**

EXCEPTED EMPLOYEES AND ACTIVITIES: CATEGORY 3 (LIFE AND PROPERTY)

EXCEPTED ACTIVITY (selected from list above)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
B	VS CVB	Reducing safety, biosafety, and environmental hazards at NCAH	4
B TOTAL			4
D	PPQ	Predeparture Hawaii and Puerto Rico	397
D TOTAL			397
E	PPQ	Maintain facility operations at CPHST Otis, MA Lab	3
E	VS CVB	Protection of NCAH facility, equipment, and other property	2
E TOTAL			5
H	VS NCAHEM	Emergency and disaster assistance (headquarters coordination and support for foreign animal disease investigations)	3
H	VS NVSL	Close out pending laboratory tests, but then perform testing for high priority and FAD investigations. Employees would work on a	10

EXCEPTED ACTIVITY (selected from list above)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
		rotational schedule.	
H TOTAL			13
K	PPQ	PRP Sterile Fruit Fly Facility—Los Alamitos, CA	59
K	PPQ	Mexfly Rearing Facility—Mission, TX	40
K	PPQ	Pink Bollworm Rearing Facility—Phoenix, AZ	33
K	PPQ	Fruit Fly Eclusion Facility—Harlingen, TX	28
K	PPQ	CPHST (maintenance insect colonies, greenhouse plant material for scientific methods development, facility security)	24
K	PPQ	Sterile Fruit Fly Insect Release Facility—Sarasota, FL	24
K	PPQ	Irradiation Facility for Fruit Fly Program—Waimanalo, HI	19
K	PPQ	Facilities Maintenance-Mission, TX	18
K	PPQ	Rearing Facility Tree and Wood Pest—Brighton, MI	13
K	VS NVSL	Receipt and storage of laboratory samples for testing at a later date. Employees would only work part-time.	17
K	VS NVSL	Part-time reagent production in animals that must occur on rigid time schedules	6
K	WS ER	Feed captive nutria	2
K	WS NWRC	Animal care and maintenance for animals being studied at NWRC and field research stations	26
K	BRS	Monitor BRS compliance line to prevent unauthorized release of regulated material	2
K TOTAL			311
Other	IS	APHIS has staff working in approximately 32 countries around the world. APHIS will be notified of any requests made by Chiefs of	345

EXCEPTED ACTIVITY (selected from list above)	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
		Mission for APHIS employees to continue providing service at overseas locations during a government shutdown.	
OTHER TOTAL			345
CATEGORY 3 GRAND TOTAL			1075

*APHIS units are expected to identify excepted employees in advance of any announced Government shutdown and ensure that these employees have been identified consistently and fairly in compliance with applicable personnel regulations. Excepted employee lists should include employee name, title, and excepted activity the employee will perform.

EXCEPTED EMPLOYEES, ADMINISTRATIVE SERVICES: BUSINESS SUPPORT OF CATEGORIES 2 & 3

EXCEPTED ACTIVITY	APHIS PROGRAM UNIT	BRIEF DESCRIPTION OF ACTIVITY	NO. OF EMPLOYEES PERFORMING THIS ACTIVITY DURING A HIATUS*
Admin Services	APHIS OA	Provide coordination and guidance to employees during shutdown and to excepted employees during shutdown.	2
Admins Services	APHIS PPD	APHIS Budget Director	1
Admin Services	MPRBS FMD, ASD, HRD, and EMSSD, ITD	Support staff from the Human Resources Division; Financial Management Division; Administrative Services Division; Information Technology Division; and Emergency Management, Safety, and Security Division will be maintained to support APHIS program delivery in categories 2 and 3, and also provide administrative services for excepted employees of the Agricultural Marketing Service (AMS) and the Grain Inspection, Packers, and Stockyards Administration (GIPSA)	26
ADMIN SERVICES			29
ADMIN SERVICES GRAND TOTAL			29